



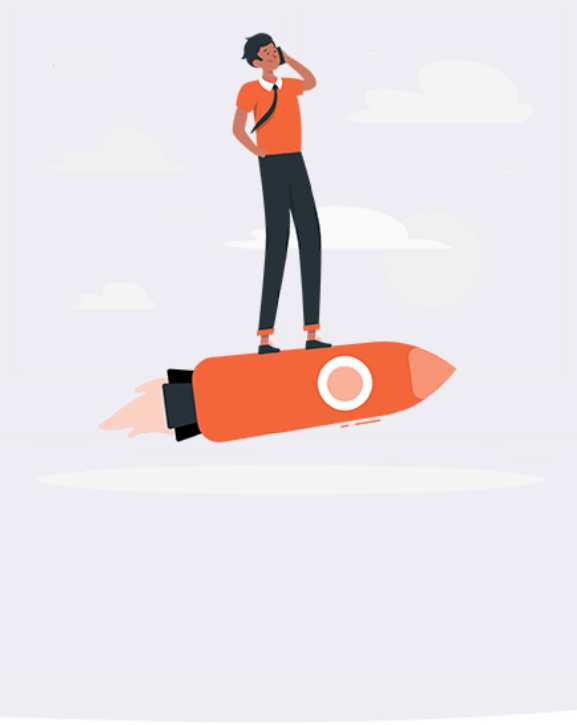
# COBIDU

## Course Roadmap 2025

With the "less is more" principle, we mainstreamed information and divided them into small, understandable pieces. Lastly, we entertained learners with animations. That is all! Result? Use the short videos your employees watch with fun and see the real behavioural changes for yourself.

## Soft Skills - 89 Module

Successful companies are made up of successful employees! Help your employees discover their talents and improve themselves.



EFFECTIVE PRESENTATION SKILLS - 14 Module

TIME MANAGEMENT - 4 Module

COMMUNICATING WITH EMPATHY - 7 Module

COMPREHENSION AND COMMUNICATION - 9 Module

EFFECTIVE LISTENING SKILLS - 7 Module

IMPROVE YOUR BUSINESS WRITING SKILLS - 2 Module

CONFLICT MANAGEMENT - 4 Module

ESSENTIAL PHONE COMMUNICATION SKILLS - 6 Module

PERSONAL IMAGE MANAGEMENT - 8 Module

BODY LANGUAGE - 9 Module

CHANGE MANAGEMENT - 6 Module

EFFECTIVE DECISION MAKING - 5 Module

EMOTIONAL INTELLIGENCE - 3 Module

COLLABORATIVE PROBLEM SOLVING - 3 Module

PERSONAL BUDGET MANAGEMENT - 2 Module

## Corporate Management - 54 Module

Inspire your employees with the basics of compliance to ensure transparent and honest management of your organization.



BUSINESS DEVELOPMENT AND STRATEGICAL PLANNING - 5 Module

LEAN CANVAS AND BUSINESS PLAN PREPARATION - 9 Module

ZERO WASTE - 7 Module

EMERGENCY MANAGEMENT AND FIRE - 6 Module

WORKSPACE ORGANIZATION (5S) - 4 Module

BUSINESS PROCESS MANAGEMENT - 10 Module

GDPR - 5 Module

MONEY LAUNDERING - 3 Module

BRIBERY AND CORRUPTION - 3 Module

BUSINESS ETHICS - 2 Module

## Cyber Security - 47 Module

A chain is only as strong as its weakest link!  
Prepare your employees against cyber  
attacks and threats.



CYBERSECURITY FOR OFFICE EMPLOYEES - 3 Module

EMAIL SECURITY - 3 Module

PHYSICAL SECURITY - 4 Module

MOBILE DEVICE SECURITY - 3 Module

PASSWORD SECURITY - 3 Module

TRAVEL SECURITY - 3 Module

METHODS OF PROTECTION FROM SOCIAL ENGINEERING ATTACKS - 3 Module

SOCIAL MEDIA SECURITY - 3 Module

USB DEVICE SECURITY - 3 Module

DATA SECURITY - 3 Module

WEB SECURITY - 3 Module

CYBERSECURITY FOR MANAGERS - 3 Module

MALWARE PROTECTION METHODS - 3 Module

ISO 27001 INFORMATION SAFETY MANAGEMENT SYSTEM - 3 Module

MANAGING WITH CYBERBULLYING FOR EMPLOYEES - 2 Module

MANAGING WITH CYBERBULLYING FOR MANAGERS - 2 Module

## Skills For Work & Life - 28 Module

Make life easier for your employees via skills that contribute to both business and personal life.



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PRESENTATION TECHNIQUES AND COMMUNICATION SKILLS - 6 Module

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STRESS MANAGEMENT - 8 Module

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ANGER MANAGEMENT - 10 Module

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ANXIETY - 4 Module

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SOCIAL MEDIA SELF IMAGE - Coming Soon

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DEALING WITH SUICIDAL FEELINGS - Coming Soon

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PRODUCTIVITY - Coming Soon

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## Training & Development - 34 Module

Everything you need to learn and teach is right here!



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THE USAGE OF TEACHING TECHNOLOGY - 7 Module

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PREPARATION OF EDUCATION PRESENTATIONS - 4 Module

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EDUCATION PROGRAMS AND TEACHING DESIGNS - 4 Module

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INTRODUCTION TO ADULT LEARNING - 5 Module

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Presentation Skills - 14 Module

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## Digital Skills - 22 Module

Provide your employees with digital skills that will improve your business efficiency and creativity.



DIGITAL TRANSFORMATION AND NEW TECHNOLOGIES - 3 Module

REMOTE WORKING - 5 Module

SOCIAL MEDIA IN THE WORKPLACE - 3 Module

WORKING COLLABORATIVELY ONLINE - 2 Module

INSTANT MESSAGING - 2 Module

COPYRIGHT - 2 Module

DIGITAL RESEARCH - 2 Module

BETTER BROWSING - 1 Module

CREATING A DIGITAL CULTURE - 2 Module

# Leadership & Management - 35

## Module

With leadership skills, show your employees how to handle tough situations and stay motivated



GIVING FEEDBACK - 5 Module

PERFORMANCE EVALUATION - 2 Module

INNOVATION IN THE WORKPLACE - 2 Module

MOTIVATION IN THE WORKPLACE - 2 Module

ESTABLISHING SENSE OF TRUST IN THE WORKPLACE - 2 Module

TRAITS OF EFFECTIVE LEADERS - 2 Module

MANAGER'S MINDSET - 2 Module

MANAGING YOUR TEAM - 2 Module

DECISION MAKING FOR MANAGERS - 2 Module

ORGANISATIONAL SKILLS - 2 Module

EFFECTIVE MEETINGS - 2 Module

EFFECTIVE HIRING - 2 Module

RESPECT IN THE WORKPLACE - 2 Module

LEADING THE CHANGE - 2 Module

NEURODIVERSITY FOR MANAGERS - 2 Module

BRAINSTORMING - 2 Module



## **Customer Service** - 8 Module

Each employee needs at least a basic level of Customer Service training.



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DEALING WITH COMPLAINTS - 2 Module

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DEALING WITH EMOTIONS - 2 Module

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BRAND AWARENESS - 2 Module

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CUSTOMER SERVICE ESSENTIALS - 2 Module

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## Equality And Diversity - 8 Module

Supporting diversity and equality makes the world a better place.



BULLYING AND HARASSMENT - 2 Module

GENDER EQUALITY - 2 Module

SEXUAL HARASSMENT - 2 Module

EQUALITY AND DIVERSITY - 2 Module

BIAS - Coming Soon

DISCRIMINATION - Coming Soon

## Thinking Skills - 7 Module

Help your employees think critically and make correct decisions.



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CRITICAL THINKING - 2 Module

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FLEXIBLE THINKING - 2 Module

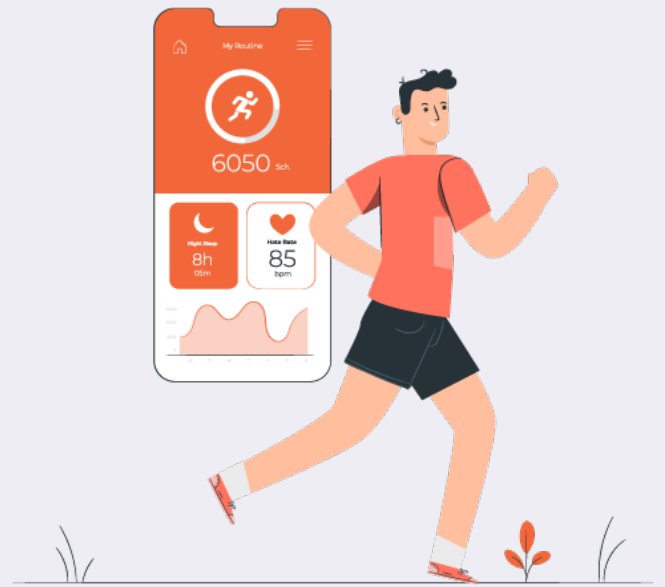
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CREATIVITY - 3 Module

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## Health & Safety - 7 Module

What is the easiest way of preventing health and safety issues even before the problem occurs?



OFFICE ERGONOMICS - 2 Module

LIGHTING - Coming Soon

PERSONAL HYGIENE IN THE WORKPLACE - 3 Module

PERSONAL HYGIENE AT HOME - Coming Soon

HYGIENE AT THE WORKPLACE - 2 Module

## **Mental Health** - Coming Soon

We are all humans and the human mind glitches sometimes.



COPING WITH ISOLATION - Coming Soon

A HEALTHY ROUTINE - Coming Soon

PANIC ATTACKS - Coming Soon

PARANOIA - Coming Soon

RELAXATION - Coming Soon

RESPONDING TO DIFFICULT EVENTS - Coming Soon

SLEEP PROBLEMS - Coming Soon

WORRY AND FALSE THINKING - Coming Soon

DEALING WITH SUICIDAL FEELINGS - Coming Soon

WORK - Coming Soon

**COBIDU**

**COBIDU eLearning**

[info@cobidu.co.uk](mailto:info@cobidu.co.uk)

London: 27 Old Gloucester Street, London - WC1N 3AX, UK